



## Appendix I

# Mobile and Limited Plan Review Cover Sheet

Please place this cover sheet on top of the plans or on the outside of a set of plans. All of the following information must be submitted in the following order. **Incomplete plans will not be accepted until all required information is received.** Only completed plans will be processed and reviewed.

Establishment Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Site Address: \_\_\_\_\_

Street

City

Zip

Applicant/Contact Person for Plans \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street

City

State

Zip

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

For City of Seattle only – DPD Project Number (if already assigned) \_\_\_\_\_

**Page number in plans or specifications should be noted below.**

### ★ New Business

Please Check if Item included	Item	Information Required	Location in Plans (page number)	Public Health Notes
<input type="checkbox"/>	Plan Review Application	Application must be complete (Appendix B)		
<input type="checkbox"/>	Plan Review Fee	-New: \$860 (4 hr base) -Changes to Mobile and Limited Food Service Establishments \$430 (2 hr base) -Resubmitted Plans: \$215/hr <i>*Hourly rate of \$215 charged after the base time</i>		
<input type="checkbox"/>	Mobile Food Unit Design	-Detailed drawings of mobile food unit -Photos of mobile food unit -Photo of L & I sticker (if occupied vehicle)		
<input type="checkbox"/>	Limited Food Service	-Detailed drawings of Limited Food Service		
<input type="checkbox"/>	Water System Design	-Detailed drawings of water system		
<input type="checkbox"/>	Commissary Information	-Permission Letter (Appendix C) -Drawing of commissary		
<input type="checkbox"/>	Site/Itinerary Information	-Restroom Use Agreement (Appendix E) -Site or Route Information Form (Appendix F)		
<input type="checkbox"/>	Menu and Food Preparation Steps	-List of food and beverage items to be prepared and served. - Food preparation Flow Chart (Appendix D)		
<input type="checkbox"/>	Operating Procedures	-Hours of operation - Water & waste water tank maintenance - Cleaning schedule		

### ★ Change of ownership and/or change of commissary

<input type="checkbox"/>	Use of Commissary / Shared Kitchen Agreement		
<input type="checkbox"/>	Use of Restroom Agreement		
<input type="checkbox"/>	Mobile Food Unit Contact Information for Route or Site Location		

For the City of Seattle, please provide a copy of this stamped document to the City as proof that plans have been submitted to Public Health Seattle-King County.

For Office Use Only: Administrative review: \_\_\_\_\_ Date: \_\_\_\_\_  
Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ Activity min: \_\_\_\_\_